



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Authorize staff to release Request for Proposals (RFP) for professional consulting services to: **1)** update Lodi's **1991** General Plan, **2)** complete a new Traffic Model, and **3)** update the existing Parks and Recreation Master Plan.

MEETING DATE: January **4, 2006**

PREPARED BY: Community Development Director, Randy Hatch

RECOMMENDED ACTION: Authorize staff to release a proposal to solicit bids for General Plan Update Consulting Services (RFP)

BACKGROUND INFORMATION: The current City of Lodi General Plan (GP) adopted by the City Council on June 12, 1991 has eight (8) elements (the required elements identified in bold). They include Land Use and Growth Management, Circulation, Housing, Noise, Conservation, Parks, Recreation, and Open Space, Health and Safety, Urban Design and Cultural Resources.

In considering the 20-year projection period of the existing General Plan, which began in 1987 and ends in 2007, now would be the ideal time to begin the process of updating the General Plan for another cycle period. The cycle period would dictate the period of time that the General Plan would project out to. Typically the general plan period is 20 years, but it may be longer. The process of updating a General Plan is largely up to the City Council, therefore, depending on the amount of available funding and expectations it can range significantly in the time and cost.

At the December 20, 2005 "Shirtsleeve" session staff presented an outline for a General Plan Update and alternatives related to public participation that would be available to the City Council. From the direction received during that discussion, staff has prepared this RFP to solicit bids for specialized services for a General Plan Update and ancillary Master Plan Studies.

FISCAL IMPACT: Staff is asking that proposals for the General Plan not exceed **\$1** Million. Depending on the qualifications of the consultants, scope of the proposals, and anticipated completion date that target budget may be adequate.

FUNDING AVAILABLE: The City has \$1.55 Million earmarked for the preparation of an updated General Plan and ancillary Master Plan studies as part of the 2005-06 fiscal year budget and proposed 2006-07 fiscal year budget.


for Ruby Paiste, Interim Finance Director


For Randy Hatch
Community Development Director

Attachment: Request For Proposal
RH/pp/kc

APPROVED: 
Blair King, City Manager

CITY COUNCIL

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REQUEST FOR PROFESSIONAL SERVICES

January, 2006

The City of Lodi invites you to respond to a Request For Proposal (RFP) to update the City's 1991 General Plan. In addition to this RFP you are welcome to attend an informational meeting to discuss an overview of the project and ask any questions you may have on the project. The following is a general description of the project background, parameters, and proposed budget.

BACKGROUND

The City of Lodi current General Plan (GP) was begun in 1987 and adopted on June 12, 1991. The GP had the following elements:

- Land Use and Growth Management
- Circulation
- Housing
- Noise
- Conservation
- Parks, Recreation, and Open Space
- Health and Safety
- Urban Design and Cultural Resources

The GP was designed with a 20-year projection period ending in 2007. The City has met the life expectancy of the current GP and therefore has begun the updating process.

The City of Lodi has an existing policy in its current GP that calls for a population-based 2.0 percent (compounded) limit on growth to be implemented through a residential development allocation system whereby a specific number of units of single family and multifamily development is allocated each year.

The following infrastructure studies have been prepared and are available as reference materials for the GP Update:

- City is in the process of finalizing its 2005 Urban Water Management Plan
- 2001 Waster Water Master Plan
- 1990 Potable Water Master Plan
- 1964 Storm Drainage Master Plan

The City is also in the process of formulating a Community Facilities District for all new development throughout the City to fund on-going service costs of new development. As

progress is made on the formation of this district all relevant data will be available for the GP Update.

PROJECT DESCRIPTION

The City is seeking professional consulting service to assist in a comprehensive General Plan Update for a 20-30 year horizon of all the required elements (**except housing which was adopted and certified in 2004**). In addition to the proposal for the General Plan Update the City of Lodi is also seeking proposals to:

- Complete a new Traffic Model
- Update the existing Park and Recreation Master Plan

These proposals shall be included as part of the bid package but at a separate cost not included in the sum total for the GP Update.

GEOGRAPHIC SCOPE

Lodi anticipates a large study area in order to preserve a greenbelt and community separators between it and neighboring City and County development. Therefore, the study area shall stretch beyond the City's existing corporate limits and GP Area. The approximate boundaries have been provided in the attached map. However, the City expects to refine the study area during the initial stages of the GP Update.

PUBLIC PARTICIPATION

The City of Lodi has an involved citizenry and desires to include them in an effort to solicit their concerns and feedback during the entire GP Update process. The City anticipates a holding series of workshops before the entire Planning Commission and Council representatives (the exact number to be determined). The City also anticipates having a kick off press release followed by various survey methods to solicit public input during the information gathering stage of the GP Update. The City will look to the consultant to provide further assistance and refinement in the creation of the survey instruments and public outreach efforts with respect to the City's budgetary and timing constraints. The City anticipates having the workshops in an open, noticed form that welcomes public input and involvement.

EXPECTATIONS OF CONSULTING SERVICES

The City expects the selected consultant to be highly involved as an extension of staff. This would involve the preparation of public notices, agendas, staff reports, and potentially minutes of the meetings. Further, the City is looking for the selected consultant to formulate an updated GP, which includes the best current professional practice and takes in account Lodi's compact existing development and distinct quality of life. The City feels Lodi represents an ideal setting to incorporate New Urbanist principles and develop walkable new neighborhoods. There is a concern by some citizens of Lodi that the East side of the City has not received its fair share of new development and services. Therefore, environmental justice principles will need to be addressed.

BUDGET AND TIMING

The City is seeking a firm that can involve the public in a form and manner that accurately reflects the community concerns and desires while respecting the City's fiscal constraints and project schedule. The City is anticipating spending \$1 Million on the GP

Update and having the project complete in two (2) years.

OPTIONAL PRE-BID INFORMATION MEETING

In an effort to provide clear guidance and expectations, as part of this RFP the City will be holding an optional Pre-bid information meeting on February 13, 2006 from 2:00-5:00 PM in the Council Chambers at Carnegie Hall.

SUBMITAL DUE DATE

The deadline for submittal will be no later than 5:00 pm on February 27, 2006.

Please submit six (6) complete bid packages each containing the following materials:

- Proposal
- Bid
- Company/Team Bio
- Staff Resumes
- Relevant Prior Projects/Experience

If you have any questions regarding the project, City or organization, please do not hesitate to call me at (209) 333-6711.

Sincerely,

Randy Hatch
Community Development Director

RH/pp